

Helpful Hints About Attachments

4 Steps to Attaching a Document in the Web Referral System: A Review

1. Type the Description of the document you will be attaching in the box labeled “Description”. **Note: this is mandatory**, the person reviewing your referral will not be able to open the referral if you do not write a description.
Example: description can be something like “CT Scan for Jane Smith” “Ekg for Juan Gomez” etc...
2. Click on the “Browse” button to search in your computer and locate the document you want to attach.
3. Once you highlight in your computer window the document you want to attach click “open” to select it.
4. To attach the selected document to the WebReferral system you **MUST** click the “Upload” button.

You will know you have successfully attached a document to the referral page if it appears in the attachment section with the description you wrote in blue and underlined. If you click on the blue, underlined description you should be able to open the document you just attached

2 FAQs About Attachments

Q: When do I attach documents to my referral in the WebReferral system?

A: You can only attach a document to your referral after you have saved or submitted it. Once you have done so, an attachments section will appear at the bottom of your referral. You can scroll down your referral page to find it. Note: this means you can continue to add attachments to your referral as it makes its way through the referral process.

Q: How many attachments can I do?

A: You can attach as many documents as you need to

Q: What type of files can I attach? Is there a limit on how big a file I can attach?

A: You can attach many different types of files, scanned documents will appear in a “.pdf” form, but you can also attach electronic image documents such as “.jpg” or “.tif” you can also attach word documents such as “.doc”. The only limitation on what type of file you can attach is the ability of the referral center to open your attachment.

2 Special Requests from the Hospital Referral Centers about Your Attachments

1. Please have your clinic IT person format the scanner you received from DHS to create “.pdf” and NOT “.max” documents.

Note: the scanners you received from DHS are defaulted to created documents in a format called “.max”. The referral centers cannot open this file format. They have requested that when your clinic (or IT person if you have one) installs your scanner that they update the settings so that the documents are saved as “.pdf”. If they do not do this, the DHS sites that review your referrals will not be able to open any of your attachments.

2. If the referring clinician from your clinic has bad handwriting, do not try and figure out what they have written so you can type it into the WebReferral form. The referral centers prefer that you simply scan in the handwritten document and indicate on the WebReferral form to “See Attached”